

Appendix A

Montana BLM Western Fire Zone FIRE QUALIFICATION REVIEW AND CERTIFICATION COMMITTEE OPERATING PLAN

The Interagency Standards for Fire and Fire Aviation Operations provide direction for each unit with fire management responsibilities to establish a Red Card qualification and certification committee. The qualification and certification committee provides management oversight and review of the wildland and prescribed fire positions in the Western Zone. This operating plan establishes the mission and operating procedures for the Western Zone Qualification Review and Certification Committee.

Appendix A MISSION STATEMENT

The following statements describe the functions and responsibility of the Western Zone Qualification Review and Certification Committee:

- Determine certification and de-certification of personnel and to make recommendations for approval to officials responsible for signing Incident Qualification Cards.
- Certifies that qualifications generated by Incident Qualification and Certification System (IQCS) are valid by reviewing the training and experience of each employee.
- Determines if each employee possesses the personal characteristics necessary to perform the wildland and prescribed fire positions in a safe and efficient manner.
- Set priorities for trainee and currency assignments.

Appendix A COMMITTEE MEMBERS

The committee will be comprised of individuals representing each of the three Western Zone Field Offices, fire management, fuels management, and a line officer. If possible the positions on the committee will be rotated on an annual basis. The red card system administrator will be a standing member of the committee.

All members of the committee except the red card system administrator will have voting rights in the certification and de-certification process. The members of the committee will need to become familiar with qualification standards outlined in the National Interagency Incident Management System Wildland and Prescribed Fire Qualification System Guide (310-1) in order to vote in an informed manner. There may be times when the committee will need to bring in outside advisors or subject matter experts to advise the committee on certain wildland and prescribed fire positions.

The Western Zone FMO will act in the capacity of chairperson of the committee and will be responsible for coordinating actions and meetings of the committee. The chairperson

will also be responsible for scheduling meetings, preparing agendas and facilitating meetings.

Appendix A MEETING SCHEDULE

There will be a minimum of two regularly scheduled meetings per year. One of the meetings will be held in early October prior to the Northern Rockies fall training coordination meeting and the other will be held in February or March. Some of the key actions that will occur at the meetings are outlined below:

October Meeting:

- Certification of completed position task books
- Prioritization of training nominations
- Review fire assignment performance evaluations and deal with accordingly, at times supervisor input may be necessary
- Conduct Western Zone needs analysis
- Review Red Card records for lapsed qualifications

February/March Meeting

- Certification of Western Zone personnel ICS qualifications
- Certification of completed position task books
- Complete needs analysis for courses taught at the Northern Rockies Training Center
- Establish priority trainee list for incident assignments

It is the responsibility of the Chairperson to schedule additional meetings when needed. This would include meetings such as administrative reviews to address de-certification of an individual.

Appendix A CERTIFICATION PROCESS

The committee is responsible for certifying ICS qualifications for employees of the Western Zone. The certification duties of the committee includes the following:

- Annual certification of ICS qualifications for all Western Zone fire qualified personnel
- Final certification of completed task books
- Re-certification of personnel whose qualifications had lapsed and have completed the training and assignments needed to re-qualify
- De-certification of personnel that fail to meet currency requirements or position performance standards

Appendix A General Certification and De-certification Procedures

In order to make the system of certification and de-certification of positions efficient it will happen at two levels, the Zone FMO level and the Committee level. If a position is at the single resource boss or below in the operations function it can be certified by the Zone FMO, above the single resource level it must be certified by the committee. In logistics, finance, and planning functions all positions below the unit leader will be certified by the Zone FMO, and at the unit leader and above by the Committee. The Zone FMO will certify dispatch recorder, all other fire positions will be certified by the Committee, including prescribed fire positions. A list of positions that the Zone FMO can certify is contained in Table 1.

A simple majority of the Committee members is needed to approve certification or de-certification.

The information and discussion regarding certification and de-certification process will involve only Committee members, supervisors, and employees that have a direct bearing on the outcome.

Appendix A Annual Certification Procedures

The annual certification of ICS qualifications of all Western Zone personnel will occur at the February/March meeting

1. Two weeks prior to the meeting the Zone FMO will provide each member of the Committee a list of Zone personnel and their qualifications.
2. Committee members will be expected to review the list prior to the meeting and come prepared to certify or de-certify personnel based upon performance, currency requirements, experience and physical fitness.
3. The committee will review and discuss certification issues pertaining to Zone personnel as needed. Once the review is complete, Committee will approve by voting the list of personnel meeting certification requirements. Personnel not meeting certification requirements will be submitted to the de-certification process.

Appendix A Task Book Certification and Re-certification Procedures

The Zone FMO will issue all task books. The Committee is responsible for certification of task books except those positions delegated to the Zone FMO. This includes task books issued for personnel that need to be re-certified as a result of expired qualifications.

The following is the process for certifying completed task books for which the Committee is responsible:

1. Certification of task books may be done by the Committee at regularly scheduled meetings or by a communications process with the Zone FMO and Committee members.

2. Position task books will be submitted by the individual to the Zone FMO for review. The Zone FMO will review the task book and training records to ensure that all requirements have been met. The Zone FMO will return any task books that are not complete to the submitting individual. If certification of a task book is desired at a time other than a scheduled meeting, the Zone FMO will route the task book if necessary to Committee members for review and then schedule a call to conduct a vote on the matter.
3. The Zone FMO will prepare a spreadsheet comprised of the candidates name, position or positions being considered for upgrade, the number of assignments, duration of assignments, fuel type and any comments made by trainers that are pertinent.
4. The candidate spreadsheet will be emailed to Committee members 2 weeks prior to the Committee meeting for review. The completed position task books will be available for review at the meeting. After a review of the candidate's task book, training and experience, there will be a yes or no vote for certification by the Committee. Although a simple majority is required for certification, any no vote needs to be accompanied by rationale to the Committee.
5. For those certification requests that are submitted outside of the regular scheduled meeting, the candidate spreadsheet will be distributed to the Committee members by email. The Zone FMO upon request will provide additional information regarding the candidates to the Committee members. After reviewing the spreadsheet and other pertinent information, Committee members will respond to the Zone FMO with a yes or no vote for certification via email or phone call. Responses should be made within 2 weeks. A reply due date will be set by the Zone FMO. As with the direction described above in #4, any no vote will need to be accompanied with a rationale to the Committee. A conference call or email may be used to discuss the dissenting vote(s) between Committee members.
6. Once the Committee has certified a task book, the Zone FMO is responsible for final agency certification signature in the task books.
7. The Committee has the responsibility to review field and classroom training, assignments and performance to determine if an individual meets the standards for a position in order to be certified. The authority to approve ICS qualification cards (red cards) is retained by agency line officer and is delegated to the Zone FMO.

De-certification Procedures

De-certification is the process of removing or reducing an individual's fire suppression and/or prescribed fire management position qualifications. The causes for de-certification include a lapse in qualifications needed to meet currency

requirements, voluntary surrender of qualifications, or unsatisfactory performance that results in endangerment of fire management or public personnel.

The Committee will use the following procedures for de-certification.

1. The Zone FMO, Committee members, or other officials responsible for initiating an administrative review may submit individual's qualifications to the Committee for de-certification.
2. The employee's line officer and supervisor should be involved in the process when de-certification of an individual is being considered. When appropriate, the line officer and/or supervisor may seek to resolve performance issues with the employee prior to a de-certification review by the Committee.
3. De-certification reviews will occur as part of the two regularly scheduled meetings. When circumstances arise that require an immediate administrative review to consider de-certification of an individual, it is the responsibility of the Committee Chairperson to schedule a meeting.
4. A simple majority is required to decertify an individual. All votes in favor of de-certification will be accompanied with a written rationale.
5. When an individual is decertified, the Committee will determine what remedial actions are appropriate to re-certify the individual and develop the recommended remedial actions.

Table 1. Task Books Certified by Zone FMO

I.C.S. Position	Certification Authority
I.C. Type 5 (ICT5)	Zone Fire Management Officer
I.C. Type 4 (ICT4)	Zone Fire Management Officer
Firefighter (FFT2)	Zone Fire Management Officer
Advanced Firefighter (FFT1)	Zone Fire Management Officer
Staging Area Manager (STAM)	Zone Fire Management Officer
Tractor/Plow Boss (TRPB)	Zone Fire Management Officer
Dozer Boss (DOZB)	Zone Fire Management Officer
Engine Boss (ENGB)	Zone Fire Management Officer
Firing Boss (FIRB)	Zone Fire Management Officer
Helicopter Crewmember (HECM)	Zone Fire Management Officer
Aircraft Base Radio Operator (ABRO)	Zone Fire Management Officer
Field Observer (FOBS)	Zone Fire Management Officer
Display Processor (DPRO)	Zone Fire Management Officer
Status/Check-In (SCKN)	Zone Fire Management Officer
Radio Operator (RADO)	Zone Fire Management Officer
Incident Communications Manager (INCM)	Zone Fire Management Officer
Ordering Manager (ORDM)	Zone Fire Management Officer
Receiving/Distribution (RCDM)	Zone Fire Management Officer
Base/Camp Manager (BCMG)	Zone Fire Management Officer
Equipment Manager (EQPM)	Zone Fire Management Officer
Security Manager (SECM)	Zone Fire Management Officer
Equipment Time Recorder (EQTR)	Zone Fire Management Officer
Commissary Manager (CMSY)	Zone Fire Management Officer
Personnel Time Recorder (PTRC)	Zone Fire Management Officer
Compensation for Injury Specialist (INJR)	Zone Fire Management Officer
Claims Specialist (CLMS)	Zone Fire Management Officer
Dispatch Recorder (EDRC)	Zone Fire Management Officer
Prescribed Fire Burn Boss 3 (RXB3)	Zone Fire Management Officer
Prescribed Fire Effects Monitor (FEMO)	Zone Fire Management Officer
Prescribed Fire Crewmember (RXCM)	Zone Fire Management Officer